

Position:	Associate Counsel
Office:	Office of the General Counsel (OGC)
Reports to:	General Counsel
Level:	IS-2

Position Objective *(Summary of placement in the function and broad responsibilities)*

OGC is responsible for protecting the legal interests of GCF and advises on methods to limit GCF's risk exposure appropriately. It prepares or reviews documents which create and define the legal rights or obligations of GCF.

The Associate Counsel will be part of the Office of the General Counsel providing legal support to the GCF on operational matters, both for public sector and private sector projects. The work of the Office of the General Counsel in such matters includes: negotiating accreditation master agreements; conducting legal due diligence and advising on legal matters relating to projects and programmes including the legal structures to be used, negotiating term sheets, and negotiating template and project/programme-specific funded activity agreements; preparing legal advice on the interpretation of statutes, contracts and other legal documents; and advising on policy matters related to projects and programmes.

Duties and Responsibilities *(Functional statements defining the responsibilities and objectives)*

Purpose	Analyze	<ul style="list-style-type: none"> Review, under the supervision of Legal Counsel, Senior Counsel or Associate General Counsel, funding proposals and legal documents required by the GCF for its operations, and ensure they are coherent with best practice and the legal and policy framework of the GCF; Conduct and review, under the supervision of Legal Counsel, Senior Counsel or Associate General Counsel, the legal due diligence in connection with the proposed funding structures; Prepare, under the supervision of Legal Counsel, Senior Counsel or Associate General Counsel, drafts of legal arrangements with accredited entities; and Participate in GCF's Board meetings and other events and meetings of the GCF, as needed (this may include assisting in the preparation of relevant documentation, preparing summaries of discussions and presentations).
Engagement	Collaborate	<ul style="list-style-type: none"> Participate in and support Legal Counsel, Senior Counsel or Associate General Counsel in the negotiation of legal arrangements with accredited entities; Coordinate the work of interns within the Office of the General Counsel; Advise projects teams on the legal and policy framework of the GCF; Perform some of the activities listed above independently under the supervision of Legal Counsel, Senior Counsel or Associate General Counsel and based on the complexity of the task; and Perform additional tasks as assigned by Legal Counsel, Senior Counsel or Associate General Counsel, as relevant.

Delivery	Manage Project Cycle	<ul style="list-style-type: none"> • Timely delivery of review of funding proposals, term sheets and other legal documents necessary for GCF's legal and policy framework; • Thorough, accurate and timely delivery of due diligence reports; • Tangible support and assistance in negotiations of legal arrangements with accredited entities; • Sound practical legal advice on the legal policy framework as well as accurate summaries and presentation in Board meetings and other events and meetings of the GCF, as needed; and • Effective and accountable supervision of interns.
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Requirements (*Education, experience, technical competencies required of the job*)

- Juris Doctor, LLB, or equivalent law degree (a higher degree in law is an advantage);
- Qualification to practice law in at least one jurisdiction;
- At least 4 years of relevant work experience practicing law in cross-border transactions involving debt and/or equity with a well-recognized law firm, an international financial institution and/or a development institution;
- Experience working on novel areas of law, or innovative and/or complex financial transactions is an advantage;
- Solid legal drafting skills specifically of drafting financing agreements;
- Experience liaising with, and advising, senior members of staff; experience advising management is an advantage;
- Experience in, or working with, developing countries;
- Emotional intelligence and values-driven work ethic; and
- Excellent written and oral communication skills in English are essential for this position; knowledge of another UN language is an advantage.